

Billing Dispute Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally dispute a charge on my recent bill dated [Insert Bill Date]. The details of the disputed charge are as follows:

- Account Number: [Insert Account Number]
- Invoice Number: [Insert Invoice Number]
- Disputed Amount: [Insert Amount]

Upon reviewing my billing statement, I noticed that the charge for [insert description of charge] appears to be incorrect due to [briefly explain reason for dispute]. I have attached copies of relevant documents to support my claim.

I kindly request a thorough review of this matter and a prompt response with clarification regarding this charge. If any further information is needed, please do not hesitate to contact me.

Thank you for your attention to this matter. I look forward to your reply.

Sincerely,

[Your Name]